

September 2005
Employee Newsletter



Advocate

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ACI's Salesman
of the Year

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ADC helps Hurricane Katrina victims

After Hurricane Katrina struck the Gulf Coast on August 29, ADC staff and employee associations or corporations (EA/EC) helped out with a variety of relief efforts:

Cummins EA — \$1,000 to the disaster relief fund. Employees gave an additional \$800.

Diagnostic Unit—\$1,400 to Louisiana DOC.

East Arkansas EA and the Jaycees— \$500 each to the Hurricane Disaster Relief Fund.

Jefferson Co. Jail/Correctional Facility EC—\$500 to the Jefferson County Red Cross Chapter.

Maximum Security EC—\$1,000 to the Hurricane Katrina relief effort, including \$500 to a local family housing evacuees from New Orleans.

Mississippi County EA—\$500 to the Mississippi County Red Cross Chapter and staff assembled care packages to donate. Regional Maintenance also worked in Jonesboro to clean a temporary housing area for evacuees.

Newport Complex EC — \$1,000 to the Louisiana DOC; \$400 to the Hurricane Katrina Disaster Relief.

Northwest Arkansas EA — \$500 to the local chapter of the Red Cross.

Ouachita River EA—\$1,000 to the Louisiana Correctional Officers Special Fund; \$500 to the Hot Spring Relief Fund and \$200 to Camp Couchdale, a relief shelter.

Pine Bluff Unit EC—\$1,000 to the Jefferson County Red Cross Chapter. Employees gave \$338 to assist Louisiana's DOC and the PB Inmate Council gave \$250 for relief efforts.



Left: Robin Oliver, an ADC purchasing agent, helps deliver donations collected at Central Office and Admin. East for evacuees at the Pine Bluff Convention Center.

Below: Tucker Unit HR Manager Robin King talks to an evacuee about job opportunities.

TRCC EA— \$500 to the local Red Cross; \$200 to the Louisiana Correctional Officers fund.

Varner EA —1,000 to LDOC Staff Relief Fund. Employees have donated an additional \$130 and sent donated items.

Wrightsville EC—\$1,000 to Pulaski County Red Cross Chapter.

ADC employees also volunteered at and donated to local evacuee shelters.

In all, more than \$23,000 went to a correctional officers' relief fund set up by the Association of State Correctional Administrators.



Right: Pine Bluff Complex employees bag lunches during a cookout fundraiser for the hurricane-affected Louisiana DOC.



See more Hurricane Katrina relief articles and pictures on pages 4-5

Director's Corner



Larry Norris
ADC Director

I have to admit that I was a little nervous. Even though I have tons of faith in the employees of the Central Office and the Administrative Annex East, I still had a few butterflies. A team from the American Correctional Association was in town to conduct the first ever audit of the ADC's administrative areas. And even though you feel good about meeting the standards, you just never know how you

will look in someone else's eyes.

Everyone had been working for months and months getting ready for the audit, and as the big day finally dawned, nerves were a little frayed. For those of you in the units and the Training Academy, this is nothing new. You've been sailing through audits for years. But it was the administration's maiden voyage, and I wanted it to go perfectly. I believe it's important to add central administration to the department's list of accredited facilities.

After a very thorough audit, the auditors sat down for the exit interview. You should have heard their compliments about the ADC staff and the jobs they do. Talk about music to your ears! In fact, the auditors were so impressed that they are

planning to tell the folks back home about the way Arkansas does business. And you can't ask for a higher compliment than that.

Though we won't get the final word until January, I am proud to report perfect scores of 100 percent on the mandatory standards and on the non-mandatory ones. The credit belongs to Nancy Koonce, accreditation manager, and all the other employees who worked so hard to make this happen.

Now the ADC has every department-owned facility, its Training Academy and its administrative offices fully accredited. Only a handful of other states can say this. And I don't think any of them have had such a long way to travel. When I first drove up to the Cummins Unit in 1971, the entire Arkansas prison system had been declared unconsti-

tutional. In many ways, the place was a mess. Armed inmates were in the fields and the towers, and building tenders and floorwalkers patrolled the living areas. A heavy freeworld shift was four or five people for an inmate population of about 1,100.

So if you ever think that positive change doesn't happen soon enough, just remember how it used to be.

Arkansas's prison system has done a complete turn around just since the 70s. It is now one of the premier correctional agencies in the country. That's right; little old Arkansas, the place that used to raise eyebrows now raises accolades.

On behalf of the entire state, thank you for doing us proud.

Targeting honesty: ADC to adopt anti-fraud policy mandated by DFA

A draft anti-fraud policy along with applicable directives are now under review by Arkansas Department of Correction staff. It must be adopted by the ADC and forwarded to the Department of Finance and Administration per instructions from DFA Director Richard Weiss.

The purpose of this policy is to implement systems and procedures that aid in the prevention of fraud and support ADC's culture and environment of honesty and ethical behavior.

The proposed policy calls

for a copy of ADC's Code of Ethics to be distributed to each employee. Administrators are required to explicitly discuss ADC's requirement that employees report conduct or transactions that violate ethical provisions or are fraudulent and the options of how to communicate these matters.

To verify that employees have received a copy of the Code of Ethics, employees

must sign and date the last page. The original signed page from the Code of Ethics is required to be kept in the employee personnel files maintained by Human Resources. Employees shall also be provided a copy for their records.

During an employee's annual performance review, or at the time of promotion, each employee must reaffirm that he or she has been made aware of the Code of

Ethics by signing an acknowledgement statement.

While there is no deadline for adopting the policy, the intent is to get this process implemented by the end of December.

In addition to completing an evaluation of Anti-Fraud Processes and Controls, ADC needs to proceed with setting up anti-fraud training for its top administrators, including wardens.



National Major Gang Task Force Conference tackles tough issues



ADC Internal Affairs Administrator James "Hoot" Gibson, standing, helped kick off the National Major Gang Task Force 11th Annual Training Conference in Little Rock. Several ADC staff members served as presenters during the event.

Correctional staff, law enforcement agents and other professionals from across the nation recently listened and learned during the National Major Gang Task Force 11th Annual Training Conference. Held Sept. 11-14 at the Peabody Hotel in Little Rock, the conference featured information about the latest techniques that deal with gang prevention and identification.

Several workshop presenters spoke about gang activity behind prison walls

and within communities. Presenters also talked about ways to combat the issue ranging from using technological to help track prison gangs to community programs designed to help youth steer clear of gangs.

The conference also covered such topics as gang initiation and gang symbols, including hand signs and certain styles and ways of wearing clothing.

The event highlighted one of the key elements of gang intervention: the sharing of information among agencies—those in the community, law enforcement, juvenile justice and corrections.

In prison, gangs are considered STGs or security threat groups. They can lead to more violent conflicts and the smuggling of contra-

band.

While white and black males have traditionally made up the majority of different gangs across the country, there are signs of growth in female and Hispanic gangs. And, while early gangs started out in large cities, they can now be found in small cities and rural communities.



Clockwise from top: Some of the conference's dynamic speakers were former professional football player Keith Jackson, now president of a youth organization; Steve Nawojczyk, a former coroner turned gang researcher/educator and UALR Criminal Justice Department Chair Mary Parker.



Above left to right: Major Maurice Williams, Capt. Dennis Jackson, both of the EARU, and Capt. Gary Burton of the Malvern Unit were among the ADC staff members who attended the conference.

Left: The ADC Honor Guard presented the flag during the opening ceremonies.

Cookout with a cause: aiding colleagues affected by Katrina

Employee associations of the Central Office, the Pine Bluff Complex, Construction, Human Resources and the school's administration office held a cookout Sept. 8. The goal was to help employees at the Louisiana Department of Public Safety and Corrections, many of whom have lost their homes and family members.

Lunches, featuring hamburgers, hot dogs, chips and a soda were sold for \$6 each at the park across from JCJ/CF.

Staff members showed

support for their counterparts in Louisiana by raising a whopping \$3,120.67 with the cookout—far exceeding expectations.

The participating employee associations formed an outstanding team to make the fundraiser happen.

“Not many folks could pull off an event this big and this well-organized in such a short time, but you did it,” said Director Larry Norris. “Thanks to all who helped and thanks for donating.”



Left: Major Richard Wimberly of the Pine Bluff Units gets burgers off the grill just in time for the hungry lunch crowd.



Above: Sgt. Robert Edwards, left, and Lt. Kevin Glover, both of JCJ/CF, helped out with the grilling.



Clockwise from left: Shirley Lowe, Mike Daloney, Dennice Alexander, all of Central Office, and G.B. Davis, school principal at the Pine Bluff Unit, were among the many ADC employees who enjoyed the cookout.

Golf clubs drawing

Reaching in

Pulling out a name....



And the winner is...

Capt. J. Davis of the Maximum Security Unit won a set of new John Daly golf clubs. He's shown at right with Director Larry Norris, Central Office staff and Compliance Administrator Mark Colbert. Norris drew Davis' name from among many who met the Director's Challenge (contributing \$5 for Norris' \$500 donation) for hurricane relief.



ADC employees unselfishly bring help to hurricane-affected DOC

A team of dedicated employees recently put aside their holiday plans and personal interests to help out the Louisiana Department of Public Safety and Corrections.

On Sept. 3, shortly after Hurricane Katrina hit, a group of ADC employees were contacted to help get relief supplies to Louisiana. They came from Emergency Services, Transportation, Construction and Farm and Industry: John Kleiner, Lt. Dennis Reap, Sgt. Robert Reed, Robert Leggett, Leon Starks and others helped prepare items for transport. ACI Administrator Jerry Campbell, Sgt. Anthony Johnson, Sgt. Anthony Burton, Cpl. Michael Smith, Lt. David Foote and James Bost were the ones who made the trip.

Campbell called the group "one of the most dedicated teams of ADC employees I have had the honor to work with."

During the trip, he found out that a close relative of Sgt. Johnson's had been attending college in



Left: A convoy of ADC trucks gets ready to take relief supplies to Louisiana's Department of Public Safety and Corrections. Supplies included generators, flex cuffs, flashlights, batteries, Styro-foam trays and cups and snacks donated by American Commissary.

Right: Dedicated ADC employees helped get supplies to their corrections counterparts in Louisiana that were affected by Hurricane Katrina.



New Orleans. She was on her way home not knowing the status of her personal property. Bost, meanwhile, had a close family member who lost her home in New Orleans.

On Sunday morning,

Campbell—who knew Smith has a son in the military — asked when he was expected to return from Iraq. Smith said "about 20 minutes ago."

Campbell was stunned and asked Smith why he didn't inform him before they headed out for the trip to Louisiana.

Smith told him, "Boss, this had to be done."

Once they arrived at their destination they unloaded generators, flashlights and batteries and other supplies.

They quickly turned around and headed back home.

During the trip, "there was never the first word about having to make a trip during a holiday, having to make such a fast return trip, or any other complaint," Campbell said. "The morale never wavered even when tiredness set in," Campbell said.

"I was totally impressed with the dedication of each of these employees," he said.

A big thanks to all who were involved in the relief effort!

Sept. 21 letter received at Central Office

"Words cannot express our gratitude for your contribution. Knowing that our corrections family is standing behind us during this overwhelming tragedy is a great comfort. Thank you for your support, your prayers and your tremendous response to our needs."

Richard L. Stalder, Secretary
Louisiana Department of Public Safety and Corrections



ADC's 16th Annual Red Ribbon Walk/Run kicks off Oct. 29

Runners and walkers get ready! It's almost time of the Arkansas Department of Correction 5K Red Ribbon Walk/Run.

The event kicks off Oct. 29 at 8 a.m. at the Jefferson Regional Medical Center, Wellness Center in Pine Bluff. The pre-registration fee is \$15 (\$20 day

of race.) Be sure to pre-register by 4:30 p.m. Oct. 26 to guarantee an official Red Ribbon T-shirt.

The walk/run allows participants to show their support for a drug-free Jefferson County and have fun too.

Awards will be given to

the first, second, and third place male and female finishers in the following divisions: Overall, Masters, 14 and under, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60 and above, and Bubba (225 pounds).

The Red Ribbon Run

Committee will award four \$500 scholarships to students of area high schools and ADC families in May 2006.

For more information about the ADC Red Ribbon Walk/Run, call Shirley Lowe at 870-267-6215.

Sign up for the ADC 5K Red Ribbon Walk/Run

8 a.m. Oct. 29
JRMCC Wellness Center

Pre-registration is \$15
(\$20 morning of race)

Pre-registration
deadline is 4:30 p.m.
Oct. 26 and guarantees
an official Red Ribbon
T-shirt.



Return this form
and entry fee to:

Red Ribbon Run Committee
P.O. Box 8707
Pine Bluff, AR 71611
Attn: Nancy Koonce

Office use:

Payment _____

Runner # _____

Unit _____

NAME _____

ADDRESS _____

ZIP _____ PHONE _____ AGE _____ SEX _____

() check if entering the Bubba Category

Circle T-shirt size: Medium Large X-Large XX-Large

I hereby release the Arkansas Department of Correction 5-K Red Ribbon Run Committee, all sponsors, and other persons involved from all claims of any nature for injury or loss in this event. Furthermore, I hereby grant full permission to the sponsors to use any photographs, recordings, or other records of the event.

SIGNATURE _____ DATE _____

Department Briefs

Basic Correctional Officer Training Class 2005-P began on August 1, with 42 students enrolled and 29 graduated on September 9, 2005.

BCOT Class 2005-Q began on August 15 with 50 students enrolled and 29 graduated on September 23, 2005.

Congratulations and welcome aboard!

The Texarkana Regional Correctional Center STAR recipient for the fourth quar-

ter is **Jerry Williams**. He is a Construction Division employee assigned to the center.

Williams was awarded a \$25 check from the Unit Employee Association, a STAR pin and a certificate. STAR stands for Service, Thankfulness, Appreciation and Recognition.

Director **Larry Norris** did a presentation on the Prison Rape Elimination Act during the American Correctional Association's

summer conference Aug. 6-11 in Baltimore, Md.



Congratulations to **Darryl Golden**, above, a pre-release supervisor who earned his master's degree in criminal justice online from the University of Cincinnati.

Golden encourages

"anyone who is interested in pursuing or furthering their education to take the step and do so." He also said that "any employee who can take their professional experience and couple it with an education, increases their value to themselves as well as his/her organization."

Thinking about getting a degree online? Check to see if the school is accredited by an accrediting body that's approved by the U.S. Department of Education, Golden said.

Source: www.5aday.gov

NCU, Newport Complex employees give 'the gift of life'



Left: The American Red Cross Bloodmobile was at the North Central Unit in August offering staff and community members a chance to donate blood.

On Aug. 9 and 10, HR Manager Debbie Mathis coordinated a blood drive at the Grimes Unit for the Newport Complex. Forty-four units were collected with about 55 staff participating. Each donor's name was placed in a drawing from the Red Cross for a \$500 gas card and the Newport Complex gave away four \$25 Wal-Mart cards. Amy Morris, Tenisa Grady, Kathy Fitzgerald and Sandy Allen were the winners of the Wal-Mart cards.

ADC employees aid family of cadet killed in August car crash

Cadet James Webster, 20, was killed in an automobile crash on his way to the Training Academy on Aug. 24. Webster and his wife had just had a newborn only a few days earlier.

Webster recently returned home from serving in the military in Iraq.

When ADC staff members learned of Webster's death and about his family situation, many wanted to help. They responded by making contributions ranging from cash and gift cards to diapers and baby clothes.

About \$10,000 in cash and checks were donated. About 30 packs of diapers, various gift cards for food and other items, new car seat, play crib, toys and two carloads worth of clothes were given to the family.

Tracey Harmon of Landers Automotive donated a car to replace the one that was lost in the car accident.



Above: Cpl. Anthony Reed of the Grimes Unit shows off the T-shirt donors received that declares "Blood Shortages Can Be A Hazard—Donate Blood."

Below: Grimes Unit HR Manager Debbie Mathis, left, presents a \$25 gas card to Cpl. Tenisha Grady after she donated blood. The card was one of four given away during the blood drive.



Letters

September 12, 2005

To: The Arkansas Department of Correction, Mississippi County Work Release Employee Association, Arkansas State Employee's Association

I would like to take this opportunity to thank you for selecting Luxora Elementary as the recipient of your kindness and generosity. It was so thoughtful of you to think about the boys and girls who were returning to school. Many of those children did not have the money to buy all of the supplies that were needed for school. Because of your concern for the children of Luxora Elementary, all of our students

now have the materials they need to be successful in school.

Our first graders in Mr. Bridgeforth's room took the time to personally thank you for the school supplies. (Editor's Note: Each of the students sent handwritten letters). These students will be able to use these supplies throughout the year. Their little faces lit up when they saw all of the school supplies.

It was a pleasure meeting Warden Joe Porchia, Ms. Mary Mosley and Mr. Lynn Beaird. Again, a special thanks for thinking of our students at Luxora Elementary and taking time out of your busy schedule to deliver the supplies to our school.

Thank you,

Gloria Phillips, Principal

"I am only one, but still I am one. I cannot do everything, but still I can do something; and because I cannot do everything, I will not refuse to do something that I can do."

— Helen Keller, author and educator

Harris takes over as Arkansas State Rep to SSCA Board



Harris

As the new Arkansas representative for the Southern States Correctional Association, Grant Harris hopes to build on the organization's legacy. He describes SSCA as a group of dynamic, caring and knowledgeable professionals.

The warden at the Varner Unit is a 26-year ADC veteran. Active with SSCA for about a decade, he's excited about his state representative's role.

"My main goal is to increase the membership within the state of Arkansas," he said.

Harris said SSCA is concerned about correctional issues and people in corrections.

Harris succeeds Jane Manning, ADC EEO/Grievance Officer, who had been the Arkansas representative for 10 years.

"She's done a wonderful job and I'm humbled by receiving the opportunity to represent the entire state."

A 33-year ADC veteran, Manning

said she has enjoyed her time as state representative.

"But, I decided it's time we need some new blood," she said. "It's time to let somebody else come in with some new ideas," she said. "Grant Harris has been active in (SSCA) for awhile. He can step in."

New classes tackle such issues as basic terrorism, HazMat awareness

New training classes have been added to the ADC Training Schedule. Mailroom employees, PBX operators, sally port officers and anyone who handles packages needs to be enrolled in the Basic Terrorism Awareness and Explosive Response class. Here's a brief synopsis of each class:

Basic Terrorism Awareness (ADEM) - Train responders to initiate the correct awareness level defensive response actions in a nuclear, biological and chemical (NBC) incident to include: Describe the threat, recognize signs and symptoms of NBC poisoning, recognize dissemination devices and know what actions to take.

Explosive Response (ADEM) - The explosive response class is delivered on the awareness level for first responders. Designed to educate police officers, firefighters, and other emergency responders in the hazards of responding to suspicious packages, bomb threat or explosive incident. Class makes the first responder aware of trained explosive response personnel, where they are located and how to contact them for assistance in rendering safe any explosive device.

HazMat Awareness (ADEM) - Learn to recognize the presence of hazardous materials and take appropriate action as a first responder at the awareness level. Designed for first responders who are mandated by law or necessity to prepare for and respond to emergency incidents involving hazardous materials.

Recovery of Human Remains (CJI) -

This 5-day course will emphasize the procedures used in recovering badly decomposed or skeletonized human remains and all associated physical evidence from outdoor crime scenes (both exposed and buried). Procedures used in finding buried bodies will also be presented. Enrollment will be restricted to 20 participants.

ADC employees sizzle at barbeque contest

When it comes to grilling, several ADC staff members recently proved they've got skills. The Big Boys Blazin' BBQ team won 4th place for ribs, 7th place for chicken and 8th overall out of 21 contestants at the Smoke on the Water event in Pine Bluff.



Team members are Emergency Preparedness Coordinator John Kleiner; Internal Affairs Investigator Cindy Courington, Lt. Kevin Glover of JCJ/CF and Sgt. Randy Rauls of the Diagnostic Unit.

The secret to great ribs? "A good rub and cook 'em slow," Kleiner said.

The Grill Masters team — Lt. Charlie Blake of Central Transportation; and Lt. Butch Jenkins, Lt. Sammy Johnson and Cpl. Gregory Thompson, all of the Diagnostic Unit — finished 7th place for ribs and 10th overall.

Tile Time



Above: An inmate works to install ceramic floor tile in a hallway at Central Office. The distinctive gray tile replaces carpet in hallways and entrance areas throughout the building. Thanks to workers for their willingness to work nights to get the job done.

Health Matters

Fabulous fruits & veggies: eat five a day for better health

Experts say the single most important thing Americans could do to improve their diets is to increase consumption of fruits and vegetables. That's because fruits and vegetables are:

Low in fat and calories — helps to maintain a healthy weight.

High in fiber, both soluble and insoluble—helps regulate blood sugar, bowel movement, cholesterol levels, and lowers the risk of many types of cancer.



Tip: When choosing fruits and vegetables, go for the color for extra health benefits. The darker the color, the more nutrients and disease-fighting phytochemicals.

High in vitamins and minerals, including antioxidants — provides the nutrients needed for basic health, as well as prevention of many chronic diseases.

Loaded with phyto-

chemicals — substances that lower the risk of developing many types of cancer, heart disease, and other chronic conditions.

High in carbohydrate energy and water —which

everyone needs more of, particularly athletes and those who exercise regularly.

So, the next time you head to the grocery store, consider picking up some of these in-season fruits and vegetables since they're likely to be more affordable: apples, pears, grapefruit, cranberries, sweet potatoes, broccoli, cauliflower, green beans and turnips.

Source: www.healthyarkansas.com and www.5aday.gov.

IRS sets new grace period for spending your medical FSA dollars

Flexible spending accounts (FSAs) allow ADC employees to deduct money from their paycheck to pay for such expenses as medical and child care with pre-tax dollars.

It used to be that people would often rush to get to the eye doctor or dentist at the end of the year to spend up their Medical FSA dollars. That's because any money left in the accounts at the end of the year was forfeited.

However, things have changed, according to Fringe Benefits Management Company, which manages the Section 125 Cafeteria Plan and associated FSAs for most state agencies.

A recent IRS notice per-

mits a "grace period" of two months and 15 days following the end of your 2005 Plan Year (December 31, 2005) for a Medical Expense FSA.

If you currently participate in a Medical FSA, you will be able to use the funds in your account on services that occur outside that traditional plan year.



This new grace period ends on March 15, 2006. During this time, you may

incur expenses and submit claims for these expenses. Funds will be automatically deducted from any remaining dollars in your 2005 Medical Expense FSA balance.

You should not confuse the new grace period with the plan's "run-out period."

The run-out period extends until March 31, 2006. This is a period for filing claims incurred anytime during the 2005 Plan Year, as well as claims incurred during the new grace period mentioned above.

Your Dependent Care FSA also has a "run-out period" that extends until March 31, 2006. However,

the "grace period" mentioned above does not apply to this account. You may not submit reimbursement requests for Dependent Care expenses that occur after December 31, 2005.

For further information about the new "grace period" and "run-out period" for Medical Expense FSAs, visit www.irs.gov or the FBMC Web site at www.fbmc-benefits.com. You may also contact Larry Carnes with FBMC at 501-399-9300.

Interested in setting up an FSA? Contact your unit human resources manager during the open enrollment period in October 2005.

Reminder: be wise when it comes to gasoline usage

The following is an excerpt from email memo that was sent out by Director Larry Norris on Sept. 27:

"Because gasoline prices are so high, we need to be extra careful about our car usage. I realize we have to drive to conduct our work, but we can

take steps to cut down on the number of trips and increase the amount of car pooling. For example, if a few people have to travel to the same meeting, please carpool. Don't take three cars for three people when everybody can ride in the same car."

"I am afraid the price of gas is going to get even higher, so let's really watch what we're doing."

Norris also suggested that people might want to think about cutting down on recreational driving in their personal vehicles too.

Try combining your errands into one trip to save time and money.

For more fuel-saving tips and information on avoiding gas mileage scams, see the article below.

Ready for Production



Construction has been completed on a manufacturing plant that will employ work release inmates at the Newport Complex. It's part of the new Prison Industry Enhancement Certification Program.

AG warns of gas mileage scams

Arkansas Attorney Mike Beebe warns consumers to be wary of sales pitches for automotive devices or oil-and-gas additives claiming significant gas-saving benefits. Few gas saving products have any proven track record, and when they do work, the savings are small.

Also be skeptical of e-mail offers such as "Free gas for a year!" They may be typical spam or they may be phishing scams designed to collect your



Tip: Carrying luggage on your roof can reduce fuel efficiency. Keep it in the car.

personal information.

According to the Better Business Bureau, there are steps you can take to improve gas mileage:

Slow down. The faster you drive, the more fuel you burn, especially at speeds above 60 miles an hour.

Keep fuel and air filters clean and tires properly inflated.

Using cruise control on the highway helps maintain a constant speed, and in most cases, saves gas.

Traveling? Take only what you need and keep luggage inside the vehicle. Luggage on the roof creates wind resistance, which decreases fuel efficiency.

Start trips early in the day while traffic is light. Plan meal stops to coincide with likely periods of traffic congestion.

Source: www.arkansas.gov

Newport Complex Field Riders enjoy barbeque, fellowship



Left: Newport Complex Field Riders and their families took time out for a group picture during a recent barbeque.

Below: It was a good day for fishing.



Newport Complex Field Major James Hill hosted a barbeque for all Grimes and McPherson Unit Field Riders and their families on Sept. 18.

Family members also enjoyed some afternoon fishing at the Newport Complex "pond".

Ron Johnston: ACI's 'Million Dollar-Plus Man' earns sales award

Ron Johnston, a 22-year ADC veteran, was recently named Arkansas Correctional Industries' Salesman of the Year.

ACI Administrator Jerry Campbell said Johnston is truly deserving of the honor.

"Over the years he has proven himself to be a valuable asset to the department with Industry," he said. "He quietly goes about his job and does one heck of a job."

Johnston was responsible

for about \$1.5 million in sales during the past fiscal year.

The Woodlawn native said one reason for that accomplishment is that he enjoys his work.

"It's different everyday," Johnston said. "You may go to a public school one day, state agencies, a college or university the next."

It also helps that the products are so diverse. They include printing, furniture, jail uniforms, mattresses and much more, he said.



Above: ACI Sales Manager Steve Edwards, right, presents Ron Johnston the Salesman of the Year award.



Governor's Service Awards

30 Years

Cliff Collins — Cummins Unit

William Manning — Administration Building East

Royce Tittle — Benton Unit

20 Years

Gerald McAninch — JCJ/CF

Richard Rodgers — Central Office

10 Years

Maple Adkins — Maximum Security Unit

R.C. Alexander Jr. — North Central Unit

Danny Boatright — Compliance Office

Robert Edwards — JCJ/CF

Ernestine Hillard — Diagnostic Unit

David Kitchens — JCJ/CF

Ronald Langhammer Jr. — Construction Division

Tammy Rochelle — Varner Supermax

Retirement

Irma Ruelle — Tucker Unit

Juanita Marks — Tucker Unit

Congratulations!

Your years of service are appreciated.

ADC among Top Ten state agencies making a difference with volunteers

September is Arkansas Volunteer Month. To celebrate the occasion, the Spirit of 110 Council hosts a reception each year to honor state employees who involve volunteers in state government. The council consists of employees from 110 state agencies.

The 2005 State Employee Recognition Event was held Sept. 28 at the Governor's Mansion Great Hall in Little Rock. This year's theme was "Together We Make a

Difference."

The Arkansas Department of Correction was among the Top Ten state agencies recognized for the most volunteer hours.

ADC volunteers reported 33,268 hours.

Volunteers are utilized in such areas as Alcohol Anonymous/Narcotics Anonymous, religious, clerical, hospice and in any other capacity where they are needed.



ADC appreciates the many volunteers who give of their time and talent and those who work with them!

Above: ADC Librarian Coordinator Dennice Alexander, left, and ADC Volunteer Services Coordinator Linda Shepherd, right, with Gov. Mike Huckabee at an event honoring state employees who involve volunteers in state government. ADC was among the Top Ten state agencies with the most volunteer hours. Shepherd accepted the award on behalf of the agency.

ADC Promotions and New Hires — August

Promotions

8/01/05	Ross Carpenter	Sergeant – Ouachita
8/01/05	Dayna Hansen	Accounting Tech 1 – Ouachita
8/01/04	Mark Warner	Lieutenant – Ouachita
8/01/05	Antonio Garcia	Unit Trainer – Grimes
8/01/05	Rickey McCarrell	Lieutenant – Varner Max
8/03/05	Eric Hobbs	Captain – Maximum Security
8/03/05	Keith Day	Captain– Cummins
8/03/05	Vickie Taylor	Administrative Assistant II – Construction
8/04/05	Larry Cyr	Assistant HR Administrator – Human Resources
8/08/05	Roger Paul	Lieutenant – Ouachita
8/14/05	Chad McGowan	Lieutenant – North Central
8/14/05	Rosienna Smith	Sergeant– Cummins
8/14/05	David James	Lieutenant– Cummins
8/14/05	Harlin Puckett	Program Coordinator– EARU
8/15/05	Jonathan Pickering	Sergeant– Grimes
8/15/05	Wanda Whitten	Personnel Officer– Delta
8/16/05	Mary Owens	Accounting Tech 1– Accounting
8/17/05	Johnny Ross	Sergeant– Construction
8/18/05	Johnny Fair	Sergeant– Farm
8/19/05	John Herrington	Captain – Farm
8/20/05	Thomas Rowland	Captain – Ouachita
8/22/05	Deborah Turner	Rehab Program Admin – Diagnostic
8/22/05	Wanda Ashcraft	Sergeant – Ouachita
8/22/05	Royce Tittle	Program Coordinator – Benton
8/28/05	Lois Higgins	Sergeant – Maximum Security
8/28/05	Dernitta Thomas	Sergeant – Cummins
8/28/05	Margaret Cunningham	Medical/Legal Secretary – Compliance
8/29/05	Ibra Benton	Insurance Specialist – Human Resources
8/29/05	David Conner	Sergeant – Cummins
8/29/05	Shurrel Freeman	Sergeant – Diagnostic
8/29/05	Charles Owens	Sergeant – Transportation
8/29/05	Paul Burnside	Sergeant – Grimes

New Hires

8/01/05	Rhonda Webb	Document Examiner I – Benton
8/01/05	Quinton Johnson	Food Production Manager 1 – Varner
8/01/05	Christine Miller	Document Examiner I – Pine Bluff Unit
8/10/05	Stephen Lane	Recreation Leader Supervisor – Ouachita
8/15/05	Patricia Wilson	Sergeant – Wrightsville
8/15/05	Lance Lenards	SATP Leader – McPherson
8/15/05	Lisa Searcy	Program Coordinator – Ouachita
8/15/05	Norma Gillom	Chaplain – Ouachita
8/15/05	Marsha Conner	Document Examiner I – JCJ/CF
8/22/05	Chelsea Adams	Correctional Counselor – SOSRA
8/24/05	Al McCone	Construction/Maintenance Supervisor I – Diagnostic
8/25/05	Dwayne Maynard	Unit Trainer– North Central
8/29/05	Stephanie Hartsfield	Document Examiner I – Pine Bluff Unit
8/29/05	Linda Draper	Document Examiner I – Ouachita

ADC TRAINING

OCTOBER TRAINING SCHEDULE

Date	Title	Time	Length	Location
3	Seventeen Laws of Teamwork	8 a.m.	4 hrs.	TA
3	Transportation Training	8 a.m.	8 hrs.	TA
3	*Administering Discipline	8 a.m.	4 hrs.	Grimes
3	*Performance Evaluation	12:30 p.m.	4 hrs.	Grimes
3-4	Managing Interviews & Interrogations	8:30 a.m.	14 hrs.	Univ. of Monticello
3-4	*Management Effectiveness	8 a.m.	16 hrs.	ASU—Newport
3-6	Character in Corrections (CLIP Training)	8 a.m.	40 hrs.	HR
4	*Interpersonal Communication	8 a.m.	8 hrs.	Grimes
4	*Race Relations & Cultural Diversity	8 a.m.	4 hrs.	McPherson
4	Secretarial Skills & Techniques	9 a.m.	6 hrs.	LR
4	Gangs/Security Threat Groups	8 a.m.	4 hrs.	TA
5	Seven Cs of Leadership	8 a.m.	4 hrs.	TA
5	Managing a Multi-Generational Workforce	8 a.m.	8 hrs.	TA
5	Violence in the Workplace	9 a.m.	6 hrs.	LR
5	*Sexual Harassment/Misconduct	8 a.m.	5 hrs.	Grimes
5-6	*Introduction to Management	8 a.m.	16 hrs.	ASU—Newport
6	*Structured Interviewing	8 a.m.	4 hrs.	Grimes
6	*Performance Evaluation	12:30 p.m.	4 hrs.	Grimes
6	*Administering Discipline	12:30 a.m.	4 hrs.	McPherson
6	Basic Microsoft Excel	8 a.m.	4 hrs.	HR-Lab)
6	Race Relations & Cultural Diversity	8 a.m.	4 hrs.	HR
6-7	The Human Element	8:30 a.m.	14 hrs.	LR
7	*Introduction to Computers/Internet	8 a.m.	4 hrs.	HR-Lab
10	Basic Terrorism Awareness/Explosive Response	8 a.m.	8 hrs.	TA
10-11	The Human Element	8 a.m.	14 hrs.	TA
10-13	Building Effective Work Team-Majors ONLY	8 a.m.	32 hours	HR
11	Grievance Prevention & Handling	9 a.m.	6 hrs.	LR
11-13	***Basic Crime Scene Processing	8:30 a.m.	21 hrs.	Univ. of Monticello
12	HazMat Awareness	8 a.m.	8 hrs.	TA
12-13	Management Effectiveness	8 a.m.	16 hrs.	TA
12-13	Using Microsoft Word	8:30 a.m.	14 hrs.	LR
13	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
14	Verbal Fitness for Law Enforcement	9 a.m.	6 hrs.	Bentonville PD
14	Firearms Instructor Re-certification Course	8 a.m.	8 hrs.	LR
14	**Female Offender	9 a.m.	6 hrs.	McPherson Unit
17-18	***Crime Scene Sketching Using Crime Zone	8:30 a.m.	14 hrs.	LR
17	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
17-21	Training Design & Development	8 a.m.	40 hrs.	TA
17-21	Info. Technology CLIP Cert. Training	8 a.m.	40 hrs.	TA
18	Inmate Grievances	8 a.m.	4 hrs.	HR
18	Inmate Profile	8 a.m.	4 hrs.	TA
18	Administering Discipline	8 a.m.	4 hrs.	TA
19	Grievance Prevention & Handling	8 a.m.	5 hrs.	TA
20	Hostage/Crisis First Responder	8 a.m.	16 hrs.	TA
20	17 Laws of Teamwork	8 a.m.	8 hrs.	TA
21	Computer Crime Awareness for First Responders	8:30 a.m.	7 hrs.	Univ. of Monticello
21	Courtroom Testimony	9 a.m.	6 hrs.	Univ. of Monticello
24	Interpersonal Communication	8 a.m.	8 hrs.	TA
24-28	Crisis Negotiations	8:30 a.m.	40 hrs.	LR
24-28	Firearms Instructor Cert. Course	8 a.m.	40 hrs.	TA
24-28	Fire Safety Inspector CLIP Cert. Training	8 a.m.	40 hrs.	TA
24-28	Nutrition, Health & Wellness CLIP Cert.	8 a.m.	40 hrs.	HR
25-27	Fingerprint Comparison and Identification	8:30 a.m.	21 hrs.	Texarkana PD
26-27	Using Microsoft Excel	8:30 a.m.	14 hrs.	LR
27	Basic Terrorism Awareness/Explosive Response	8 a.m.	8 hrs.	TA
28	HazMat Awareness	8 a.m.	8 hrs.	TA
28	Interpersonal Communication	9 a.m.	6 hrs.	LR
31-4 Nov.	Recovery of Human Remains	8:30 a.m.	35 hrs	LR

*Regional Training ONLY

** McPherson & Grimes Units ONLY

***Prerequisite: Computer knowledge: MS Word

OPEN ENROLLMENT

Internet-Based e-Learning Classes are provided by National Institute of Corrections. Contact your unit trainer for more information.

The following open enrollment, Inter-Agency classes vary in length: (Little Rock)

Who Moved My Cheese
Emotional Intelligence
FISH
Dealing with Difficult People
Give 'Em the Pickle
Defensive Driving
Train the Trainer
CPR
Presenting Testimony



Career news to use

New course puts Character First



In August, Character First was introduced to the Arkansas Department of Correction. It's a new CLIP certification course offered by the Training Academy and it's ongoing training for everyone.

In general companies hire for skill but fire due to a character flaw.

Character can be described as:

- The inward motivation to do what is right.
- Who you are, even when no one is watching
- The key to true success in every area of life

Organizations that have instituted Character First have seen moral behavior and retention increase and destruction of property decrease.

There are a total of 49 character qualities and one will be introduced each month. They include compassion, creativity, dependability, determination, enthusiasm, honor, patience, punctuality and truthfulness.

Each ADC Unit will have a Character Team that will include the Unit Trainer, Unit or Senior Chaplain and two additional members. Leaders will receive a monthly bulletin, poster to be displayed at the time clock and a video.

Training Academy Administrator Richard Guy will receive an electronic newsletter which will be sent out by email to ADC All.

During BCOT, images and ethics will be replaced with Character First.

"I am very excited about the ADC using Character First," said Chaplain Don Yancey, who is also a training instructor.

"When staff begins to recognize the 49 character qualities and begins to practice those qualities in their decision making in everyday life at home and on the job, I believe we will see a more peaceful work environment and staff retention. This too will trickle down to the inmates and that will produce a safer and peaceful environment in the prison as well as affect recidivism."

The program helped reduce jail violence and destruction of property at the Oklahoma City County Jail, Yancey said. The program was eventually offered to jail staff.

It has "caused their turnover rate to drop drastically," he said. "It is our hope that this will be the results of our efforts for the ADC."

ADC CALENDAR



October 2005

- 10 Columbus Day
- 16 Boss's Day
- 29 ADC's 16th Annual Red Ribbon Run
- 30 Daylight Saving Time Ends
- 31 Halloween



November 2005

- 8 Election Day
- 11 Veteran's Day
- 25 Thanksgiving



December 2005

- 25 Christmas Day
- 26 Hanukkah
- 26 Kwanzaa begins
- 31 New Year's Eve

ADC Advocate Employee Newsletter

ADC Mission Statement

- *To provide public service by carrying out the mandates of the courts.*
- *To provide a safe humane environment for staff and inmates.*
- *To provide programs to strengthen the work ethic.*
- *To provide opportunities for spiritual, mental and physical growth.*



The *ADC Advocate* newsletter is published monthly by the Public Information Office for employees of the Arkansas Department of Correction. The publication strives to enhance communication and provide information on the development and achievements of this agency.

All employees are encouraged to submit articles, comments, ideas, letters and questions. The deadline for submission is tentatively set for the 15th of each month for inclusion in that month's publication.

Please be aware that all submitted items will be subject to editing. However, every effort will be made to maintain the writer's essential meaning.

In addition, statements contained in the *ADC Advocate* are the personal views of the authors and do not necessarily represent the opinion or policies of the Arkansas Department of Correction.

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Visit ADC on the Web:

www.state.ar.us/doc

ADC Advocate
P.O. Box 8707
Pine Bluff, AR 71611
Phone: 870-267-6990
Fax: 870-267-6244